

Town of Chester Public Library Board of Trustees Meeting
August 21, 2018

Roll Call: The meeting was called to order at 6:34 p.m. with the following members present: Regina Chabarek, Jane O'Connell, Judy Patterson, Lynn Thomas and Alma Alvarez. Charlie Lytz, Mary Matrose and Al Muench were excused. Linda Taverni was also absent.

Approval of Minutes: The July minutes were approved. (M:Judy, S:Jane; Approved)

Treasurer's Report: Alma presented the proposed 2019 library budget. She explained that there is a 2% raise in salaries and a 2% raise in Social Security and Medicare costs reflected in the 2019 budget.

She reported that our State Aid came in higher than we budgeted, and that we've received a \$500 donation from Judge William Sweeney and his wife Barbara, to be used for operations of the library. Alma would like to get the 2019 budget approved at our next meeting.

Fundraiser results: Alma handed out a written summary of expenses and income related to our July fundraiser. Bottom line: a gain of \$2,190. There were 59 attendees. We discussed the graciousness of our hosts at the Hermanus Estate, and the fact that they have invited us to return next year. We all felt that it was a very enjoyable evening. While the board thanked the committee members Mary, Alma and Lynn for their efforts, it was also acknowledged that the contributions of the entire board were the key to success. Jane was thanked for her expert bartending skills. She reported that there was high demand for white wine, and to keep this in mind for next year.

Director's Report: Alma said that she'll have a report on the summer programs at our next meeting. She reported that the Friends' booth at the weekly Farmer's Market has been going amazingly well. They have opened the book room during the hours of the market, and people have also gone there to buy books. Alma mentioned that the Friends will be getting a new treasurer and all agreed that Carol will be greatly missed.

Alma followed up on an email she sent to the board about an upcoming Trustee Education workshop. It will be held on September 6 in Saratoga, and all trustees are urged to register and attend. Registration closes on Sept. 4. Lynn will send out an email to trustees and find out who is planning to go. We'll figure out some car-pooling. This is the first in a series of workshops. It will cover the duties and responsibilities of trustees, the state infrastructure, and more.

Endowment Policy: Regina presented existing endowment policy wording, both the original from 2005 and amendments from 2009 and 2012. The result, as it stands, is kind of piecemeal and confusing. In an effort to clean things up we reviewed the wording and made suggestions for some revisions. Regina will draft a new updated version of the policy for our review.

Unfinished Business:

Web Page: Our helper from SALS, Jack Scott, has been on vacation. Work on the website will resume soon. Regina suggested that keeping a web page current is important. Judy said that she'd check with the library in Easton, NY, because they keep a very active and current website and Facebook page - maybe they have some suggestions for us.

Bathroom project: Alma will be writing a grant to help with this project, based on estimates she has been getting.

Fall fundraising appeal: The board suggests that this go out at the beginning of November. Regina will work on the letter and will have it at the October meeting for review.

Winter meeting time change: We plan to change the meeting times for January, February and March 2019 to 10:00 a.m., in consideration of Alma's (and everyone's) travel.

Adjournment: The meeting was adjourned at 7:32 (M:Jane, S:Judy; Passed)

Our next meeting will be held on September 18, 2018, 6:30 p.m.

Respectfully Submitted,
Lynn Thomas